

**Canterwood STEP System Association**  
**NOTICE TO BUILDERS/OWNERS OF NEW CANTERWOOD RESIDENTIAL CONSTRUCTION**  
**Step System Requirements, Fees and Regulations**  
As revised effective December 4, 2015

Some properties within Canterwood Divisions 6, 7, 8, 9, 10 & 11 are served by the Canterwood STEP System Association (STEP or Association), a non-profit WA corporation formed to provide sewerage services within the Canterwood community. A STEP System (Septic Tank Effluent Pumped) is a system which consists of: tanks for settling and digesting waste water solids, a pump, and a pressure piping system for conveying the liquid into the system's main sewer line. The STEP's main sewer line is connected to the City of Gig Harbor Sewer System for treatment purposes.

1. **ASSOCIATION MEMBERSHIP:** All owners of residences connected to the STEP automatically become members of the STEP System Association. The STEP's governing documents (Articles of Incorporation; By-laws; CC&Rs) are generally provided to new owners as part of the process of recording new property ownership in Canterwood. Receipt of these documents must be acknowledged as they are recorded with other property ownership documents with Pierce County.
2. **STEP CONNECTION FEES:** Total connection fees must be paid to the Association in advance by the builder/new homeowner prior to construction. Current connection fees are as follows:

\$14460.00	City of Gig Harbor sewer connection fee
\$ 1500.00	Canterwood STEP System connection fee
\$ 500.00	STEP As-built Deposit (a)
\$ 150.00	City As-built Deposit (b)
<u>\$ 130.00</u>	City Inspection Fee
\$16,740.00	

**These fees are subject to change based on City actions and those of the STEP Board.**

- a. refundable by the Association upon timely receipt of new system As-built drawings
  - b. refundable by the City upon submittal of system As-built drawings to the Public Works Dept.
3. **SEWER AVAILABILITY LETTER:** The City of Gig Harbor provides a sewer availability letter when it receives its portion of the total connection fees paid to the Association as described in 3. previously. This process takes approximately one to two weeks. Pierce County requires a sewer availability letter in order to issue a building permit.
  4. **RESIDENTIAL SYSTEM DESIGNS:** At this time, the Association generally does not require that the builder or owner of a new residence joining the system submit a detailed design of the new residential system in advance **since only approved installers may be used**. However, advanced design approval may be necessary to establish correct location and grading based on the features of the property in question. Builders/owners of new construction should check with a qualified system installer to determine if an advanced design may be necessary. It is particularly important that system tanks not be placed in locations where run-off water (from rainfall, sprinklers, drains, etc.) can collect and readily infiltrate the system tank risers.
  5. **SYSTEM INSTALLATION:** A new residential system can only be installed by an approved **STEP installer**. A list of these approved installers can be obtained from the Association. **The new system must be inspected by the City of Gig Harbor and an Association representative.** Upon

completion of the system installation, the installer must schedule an inspection with the City of Gig Harbor Public Works Department (253-851-8406), and the Association's operations advisor, Russell Tanner, at 253-851-1645. (Note: The Association's fee for inspection is included in the STEP's connection fee.)

6. **AS-BUILT DRAWINGS:** A suitably detailed and accurate As-built drawing of each new residential system must be prepared and submitted to the Association within 90 days of the property receiving a Certificate of Occupancy. It is the obligation of the builder and/or homeowner to comply fully in this regard and without further notice by the Association. Failure to comply timely will, at a minimum, result in deposit forfeiture. It is recommended that builder/owners require the system installer to prepare an accurate and detailed As-built drawing of the new system as part of the new system installation process.
7. **RETURN OF DEPOSITS:** The \$500 As-built deposit paid to the Association will be refunded to the builder (or homeowner, as applicable) by the Association upon timely receipt of an acceptable As-built system drawing as outlined in 6. previously. If the required As-built drawing has not been received within the 90 day period specified, the deposit will be deemed forfeited and become Association general funds. Requests for refunds of deposits for any As-built drawing submitted to the Association after the 90 day deadline will be considered by the STEP Board on a case by case basis. The Board may insist upon a written explanation for such consideration by the builder/owner if a prolonged period of time beyond the 90 day period has occurred. The Association will not pay interest on any deposits received from builders/owners regardless of the amount of time such deposits are held.

The \$150 As-built deposit held by the City of Gig Harbor is refundable directly to the builder (or homeowner) from the City upon satisfactory submittal of the required As-built drawing to the City's Public Works Dept.

8. **MEMBER ASSESSMENTS:** A new residential system will be considered "connected" when it has been inspected and approved by the City and Association representative in advance of actual system usage. At that time, the Association will begin assessing the new member for charges pursuant to the governing documents. At this time, charges to members for sewerage services, including STEP administrative and maintenance costs, are billed bi-monthly by the STEP's financial services representative. Such assessments, which are intended to fully cover all current STEP costs, as well as to provide a reasonable reserve for emergency repairs and future system replacements, are determined periodically by the STEP Board pursuant to its authority under the aforementioned governing documents.
9. **SYSTEM ACCESS AND LANDSCAPING:** The builder/homeowner must ensure that the system valve box and all system tank risers are exposed at all times. No landscaping or other features should ever hide, block or cover these system access covers. It is the responsibility of the Association system member to ensure that system access is available at all times on their property in the event of emergencies or Association servicing needs.
10. **ACKNOWLEDGEMENTS AND ACCEPTANCE:** As the Builder/Owner of a new residential property in Canterwood which is to be connected to the Canterwood STEP System Association, I have read and agree to comply with the above "Requirements, Fees and Regulations". I understand that it is the new homeowner's ultimate responsibility to comply with these requirements over time.

I further agree that I will be responsible for the cost of repairs if any damage is caused to any Canterwood STEP System structures, including the lines or valves, during the course of constructing a

connection to the STEP. In the event that any such damage occurs, I will notify the Association's operations advisor, Russell Tanner, immediately and I will also notify the Association's Board of Directors in writing describing the facts and circumstances that led to such damages.

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**Builder/Owner**

**Date**